

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
POSITION VACANCY ANNOUNCEMENT**

**D.C. LOTTERY AND CHARITABLE GAMES CONTROL BOARD  
HUMAN RESOURCES DEPARTMENT**

ANNOUNCEMENT NO: DCLB 2004-05

POSITION: Computer Operator  
DS-334-08

OPENING DATE: 01/12/2004

CLOSING DATE: Open Until Filled

IF "OPEN UNTIL FILLED," **FIRST**  
SCREENING DATE: **01/26/2004**

SALARY RANGE: \$32,478 - \$41,792 per annum

TOUR OF DUTY: Part-time Rotating Evening Shifts

WORKSITE: 2101 M.L.K., Jr. Ave., S.E.  
Washington, D.C. 20020

AREA OF CONSIDERATION: Unlimited

PROMOTION POTENTIAL: None

NO. OF VACANCIES: One

DEPT.: Information Technology Department

DURATION OF APPOINTMENT: [ ] EXCEPTED SERVICE [ ] TERM (13 Months to 4 years), Not to Exceed \_\_\_\_\_ [X] Temporary (up to 1 year), Not to Exceed 12 months [X] OCFO Position\*

This position IS NOT in a collective bargaining unit. \*Employee serves at the pleasure of the CFO of the District of Columbia. This appointment is neither a Career, Executive, or Excepted Service Appointment, pursuant to the Comprehensive Merit Personnel Act (CMPA). Employee has no retreat rights to the Career Service.

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**CRIMINAL BACKGROUND INVESTIGATION WILL BE CONDUCTED**

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"RESIDENCY PREFERENCE AMENDMENT ACT OF 1988: An applicant for a position in the Career Service or for an attorney position (DS 905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident application by completing the 'Residency Preference for Employment' form DC 2000RP, and submitting it with the employment application, DC 2000. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application."

BRIEF DESCRIPTION OF DUTIES: The incumbent is responsible for operating the peripheral devices by loading the jobs, disk packs, mounting tape reels, recovering from system failure and using operator debugs facilities. Ensures that tape drives and other peripherals are properly maintained by following proper cleaning procedures, both for program and data files. Investigates and resolves operating and equipment problems. Assists in the installation of new or modified operating systems and equipment. Responsible for the security of the computer room and control procedures for programs and data files, as well as access to the computer room. Identifies error conditions during test runs and recommends data checks or tapes, computer setup, technical and debugging aids to be utilized. Monitors the control panel for instructions and responds accordingly. Initiates queries and checks, as necessary, to determine job status and/or equipment functions. Prepares written reports on job delays, system malfunctions, and other operational difficulties or problems and reviews these reports with appropriate IT specialist and shift personnel.

QUALIFICATIONS REQUIREMENTS: Three to four years of specialized experience which is in or directly related to the line of work of the position to be filled and which equips the applicant with the particular knowledge, skills and abilities to successfully perform the duties of the position. Experience must be at least equivalent to the next lower grade level.

SELECTIVE PLACEMENT FACTOR(S): Bachelors degree preferred in Business Administration or a related field.

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS MAY ELIMINATE YOU FROM CONSIDERATION.**

1. Knowledge of restart and recovery procedures for a variety of computer platforms, including DEC, IBM, LAN and other computer systems.
2. Ability to resolve administrative conflicts, communicate with persons of diverse backgrounds and professions and effectively manage assigned tasks.
3. Ability to initiate action to restore equipment operations or to switch to other available equipment to expedite production processing and avoid unnecessary system downtime.
4. Knowledge of the hardware and supporting software used for efficient production processing and a familiarity with programming practices, principles and languages.
5. Knowledge of data entry to solve problems encountered by staff.

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APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO APPLICANTS, EXCEPT THAT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE WILL BE RETURNED WITHOUT ACTION.

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**HOW TO APPLY:** ALL APPLICANTS, INCLUDING DEPARTMENTAL EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES, MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000, ALONG WITH RESUME.

**WHERE TO APPLY:** D.C. LOTTERY AND CHARITABLE GAMES CONTROL BOARD  
2101 MARTIN LUTHER KING JR. AVENUE, S.E.  
HUMAN RESOURCES DEPARTMENT, 5TH FLOOR  
WASHINGTON, D.C. 20020

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AN EQUAL OPPORTUNITY EMPLOYER—IN ACCORDANCE WITH THE D.C. HUMAN RIGHTS ACT OF 1977, AS AMENDED, D.C. CODE SECTION 1-2501 ET SEQ., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF ACTUAL OR PERCEIVED: RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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REEMPLOYED ANNUITANTS: D.C. OFFICIAL CODE § 1-611.03(b)(2001) THE PAY OF AN INDIVIDUAL RECEIVING AN ANNUITY UNDER ANY DISTRICT GOVERNMENT CIVILIAN RETIREMENT SYSTEM SELECTED FOR EMPLOYMENT IN THE DISTRICT GOVERNMENT ON OR AFTER JANUARY 1, 1980, SHALL BE REDUCED BY THE AMOUNT OF ANNUITY ALLOCABLE TO THE PERIOD OF EMPLOYMENT AS A REEMPLOYED ANNUITANT.

**OFFICIAL JOB OFFERS ARE MADE ONLY BY THE HUMAN RESOURCES DEPARTMENT**